

# PHA Plans

Annual Plan for Fiscal Year 2001

## **HOUSING AUTHORITY OF THE CITY OF SANFORD, FLORIDA**

**August 16, 2001 - Final**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** The Housing Authority of the City of Sanford, Florida

**PHA Number:** FL016

**PHA Fiscal Year Beginning: (07/2001)**

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
- ☒ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☒ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

***“The mission of The Housing Authority of the City of Sanford, Florida is to be the area's affordable housing of choice. We provide and maintain safe, quality housing in a cost-effective manner. By partnering with others, we offer rental assistance and other related services to our community in a non-discriminatory manner.”***

The 2001 Annual Plan presents a conservative approach in addressing the housing and related needs of the lower income population of Seminole County. This approach is necessitated by the SHA's status as a Troubled Housing Authority and its limited resources for the operation of its Public Housing and Section 8 Programs.

This Annual Plan highlights the SHA's focus on strengthening the capacity of the agency to effectively manage its programs, taking remedial actions to bring the quality of its housing up to acceptable levels, and revising key operational policies and procedures to achieve compliance with applicable statutes and regulations.

The 2001 Annual Plan will be subject to revision as critical planning tasks are completed. Substantial revisions in the Capital Fund Plan are expected as the assessment of physical needs of the properties are concluded and medium-to-long range planning progresses. The final shape of policies such as the Public Housing Admissions and Continued Occupancy Policy and the Section 8 Administrative Plan are also likely to result in changes to this draft annual plan. Further, the Resident and Public Comments on the plan are expected to result in changes that reflect the will of the residents.

The 2001 Annual Plan does set forth the following parameters and priorities for action:

- More fully utilizing available housing resources by returning vacant units to occupancy
- Improving the physical characteristics of the properties through allocation of adequate resources to improve maintenance and major capital improvements
- Improving staff delivery of vital housing services to residents and applicants through training and a more responsive customer service systems
- Enhancing economic self-sufficiency of residents through the implementation of work incentives and programs designed to prepare residents for work
- Achieving recovery from the status of a Troubled Housing Authority through timely implementation of the improvement plan

### **iii. Annual Plan Table of Contents**

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a

**SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- ☒ Admissions Policy for Deconcentration (**Attachment FL016b01**)
- ☒ FY 2001 Capital Fund Program Annual Statement (**Attachment FL016c01**)
- ☒ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (**Attachment FL016f01**)

**Optional Attachments:**

- ☐ PHA Management Organizational Chart
- ☒ FY 2001 Capital Fund Program 5 Year Action Plan (**Attachment FL016d01**)
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan (**Attachment FL016a01**)
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
  - Summary of Community Service Plan (Attachment FL016e01)*
  - Summary of Year One Progress (Attachment FL016g01)*
  - Summary Description of the Pet Policy (Attachment FL016h01)*

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	Annual Plan
X	State/Local Government Certification of Consistency with the Consolidated Plan	Annual Plan
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	Annual Plan
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supp ly	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	3,790	5	5	5	2	4	2
Income >30% but <=50% of AMI	4,400	4	3	4	2	4	2
Income >50% but <80% of AMI	7,253	2	2	2	2	2	1
Elderly	2,860	2	1	1	2	1	1
Families with Disabilities	15,025* County Total	4	5	3	3	2	4
Race/Ethnicity - White Non-Hisp	11,368	3	3	3	2	2	2
Race/Ethnicity – Black Non-Hisp	2,315	4	3	4	2	2	4
Race/Ethnicity	1,377	4	3	4	2	2	4
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year: **2000-2005 Seminole County Government**
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset **(Year 2000)**
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)



## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	336		91
Extremely low income <=30% AMI	291	87%	
Very low income (>30% but <=50% AMI)	45	13%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	194	58%	
Elderly families	42	12%	
Families with Disabilities	32	10%	
Race/ethnicity-White non-hispanic	45	13%	
Race/ethnicity-Black non-hispanic	278	83%	
Race/ethnicity-White hispanic	13	4%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	142	42%	38
2 BR	140	42%	39
3 BR	45	13%	12
4 BR	9	3%	2
5 BR	0	0%	
5+ BR	0	0%	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? <b>12 months (Since July 1, 2000)</b></p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List			
<p>Waiting list type: (select one)</p> <p><input checked="" type="checkbox"/> Section 8 tenant-based assistance</p> <p><input type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	504		17
Extremely low income <=30% AMI	479	95%	
Very low income (>30% but <=50% AMI)	25	5%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	414	82%	
Elderly families	41	8%	
Families with Disabilities	49	10%	
Race/ethnicity-White non-hispanic	30	6%	
Race/ethnicity-Black non-hispanic	386	77%	

Housing Needs of Families on the Waiting List			
Race/ethnicity-White hispanic	88	17%	
Race/ethnicity	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? <b>36 Months</b></p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	\$785,119	
b) Public Housing Capital Fund	\$932,929	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$614,106	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$117,932	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME	\$200,000	Tenant Base Rental Assistance
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
1999 Comprehensive Grant	\$130,000	Public Housing Vacancy Reduction
<b>2000 Comprehensive Grant</b> Total Amount \$914,362	\$731,492 \$182,870	PH Capital Improvements PH Operating (fungibility) for FYE 6/30/02
2000 PHDEP	\$110,027	PH Drug Elimination
<b>3. Public Housing Dwelling Rental Income</b>	\$527,000	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest on General Fund Investments	\$500	Public Housing Operations
Other Income	\$25,000	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		
<b>New Beginnings Child Care Center</b>	\$96,000	Supportive Services (Child Care)
<b>Total resources</b>	<b>\$4,452,975</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: **(within 60 days)**
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office **94 Castle Brewer Court, Sanford, FL**
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

**None**



2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- ☐ PHA main administrative office
  - ☐ All PHA development management offices
  - ☐ Management offices at developments with site-based waiting lists
  - ☐ At the development to which they would like to apply
  - ☐ Other (list below)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- ☒ One
  - ☐ Two
  - ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

- a. Income targeting:
- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- ☒ Emergencies
  - ☒ Overhoused (1 in 4 ratio of transfers to units readied for occupancy)
  - ☒ Underhoused (1 in 4 ratio of transfers to units readied for occupancy)

- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below) Only permitted with documentation that the transfer will further promote employment (e.g., increase proximity to work or public transportation; child care provider, etc.) This is subject to the 1 in 4 ratio of transfers to units readied for occupancy)
- ☐ Other: (list below)-

**To mitigate vacancies while promoting housing which meets the needs of tenants in possession the SHA will implement a transfer policy that establishes one (1) unit transfer for every four units readied for re-occupancy (1:4 ratio). Priorities for unit transfers will occur in the numbered order identified in this section (4)(b). Emergencies, inclusive of any required transfers to satisfy legal disputes, will supercede this transfer policy/priorities.**

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

**2 Date and Time - All preferences will be weighted equally with date and time establishing the order in which those with a priority will be selected for the eligibility interview.**

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☒ 1 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ 1 Those enrolled currently in educational, training, or upward mobility programs
- ☒ 1 Households that contribute to meeting income goals (broad range of incomes)
- ☒ 1 Households that contribute to meeting income requirements (targeting)
- ☒ 1 Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials

☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition?  
(select all that apply)

- ☐ At an annual reexamination and lease renewal  
☐ Any time family composition changes  
☐ At family request for revision  
☒ Other (list)

**Annually at lease renewal for both flat rent and income-based rent families.**

### **Component 3, (6) Deconcentration and Income Mixing**

- a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☒ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

The SHA has two general occupancy properties that have 100 or more unit, Lake Monroe Terrace (100) units and Castle Brewer Court (126 units). Lake Monroe is approximately 80% vacant at this time.

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Lake Monroe Terrace FL16-05	100	<p>Incomes of the remaining families is approximately 35% over the PHA average of the two covered developments.</p> <p>This property is only 20% occupied.</p>	The SHA is not encouraging higher income families to move out. Instead, as units are brought back on line, admissions will be made from the waiting list which has a composition of 87% ELI families. This should even out the income distribution within this development.
Castle Brewer Court FL16-01	126	<p>Average adjusted family income is approximately 94% of the PHA average of the two covered developments.</p> <p>This property is 93% occupied.</p>	No special deconcentration actions are required. However, every effort will be made to engage existing families in economic self-sufficiency activities. We will also take steps to ensure that new admissions represent a broad range of incomes by employing broader outreach efforts.

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
  - ☐ Criminal and drug-related activity, more extensively than required by law or regulation
  - ☐ More general screening than criminal and drug-related activity (list factors below)
  - ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
  - ☒ Other (describe below)  
**SHA will provide a prospective landlord contact information for the current and most previous landlord to the extent such information is known or made available to the SHA.**

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☐ None
  - ☒ Federal public housing
  - ☐ Federal moderate rehabilitation
  - ☐ Federal project-based certificate program
  - ☐ Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**SHA will grant an extension of 30 days, with option of the SHA to extend for an additional 30 days, when family submits documentation of *extenuating circumstances* that seriously inhibited the family's ability to search for a unit. Such circumstances may include: *death of immediate/nuclear family member; military or jury duty; hospitalization; job assignment which required them to be away from area for an extended (10+ working days) period of time.***

### **(4) Admissions Preferences**

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

- ☐ 2 Date and Time **All preferences will be weighted equally with date and time establishing the order in which those with a priority will be selected for the eligibility interview.**

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☒ 1 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ 1 Those enrolled currently in educational, training, or upward mobility programs
- ☒ 1 Households that contribute to meeting income goals (broad range of incomes)
- ☒ 1 Households that contribute to meeting income requirements (targeting)
- ☒ 1 Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)



4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application  
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) (NOT APPLICABLE)

- ☐ This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers  
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs (NOT APPLICABLE)**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan  
☐ Briefing sessions and written materials  
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices  
☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below: **N/A**

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☒ For household heads

**(\$300 one time per family deduction for a working head or co-head)**

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)N/A

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) N/A

☐ Market comparability study

☐ Fair market rents (FMR)

☐ 95<sup>th</sup> percentile rents

☐ 75 percent of operating costs

- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- ☐ Never
  - ☐ At family option
  - ☐ Any time the family experiences an income increase
  - ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_

☒ Other (list below)

- When a family reports zero income at any time there is a regularly recurring increase in income, such as TANF or employment, they must report the increase within 10 calendar days of receipt.
- When a family member was reported as unemployed on the most recent certification or recertification the family head must report the new form of employment for the affected family member.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- ☒ The section 8 rent reasonableness study of comparable housing
  - ☒ Survey of rents listed in local newspaper
  - ☒ Survey of similar unassisted units in the neighborhood
  - ☒ Other (list/describe below)  
-HUD'S EGIS (electronic) Database

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) **NOT APPLICABLE**

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) **NOT APPLICABLE**

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one) **N/A**

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below)

**Success in finding suitable accessible units for families with disabilities.**

**(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0  
☐ \$1-\$25  
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

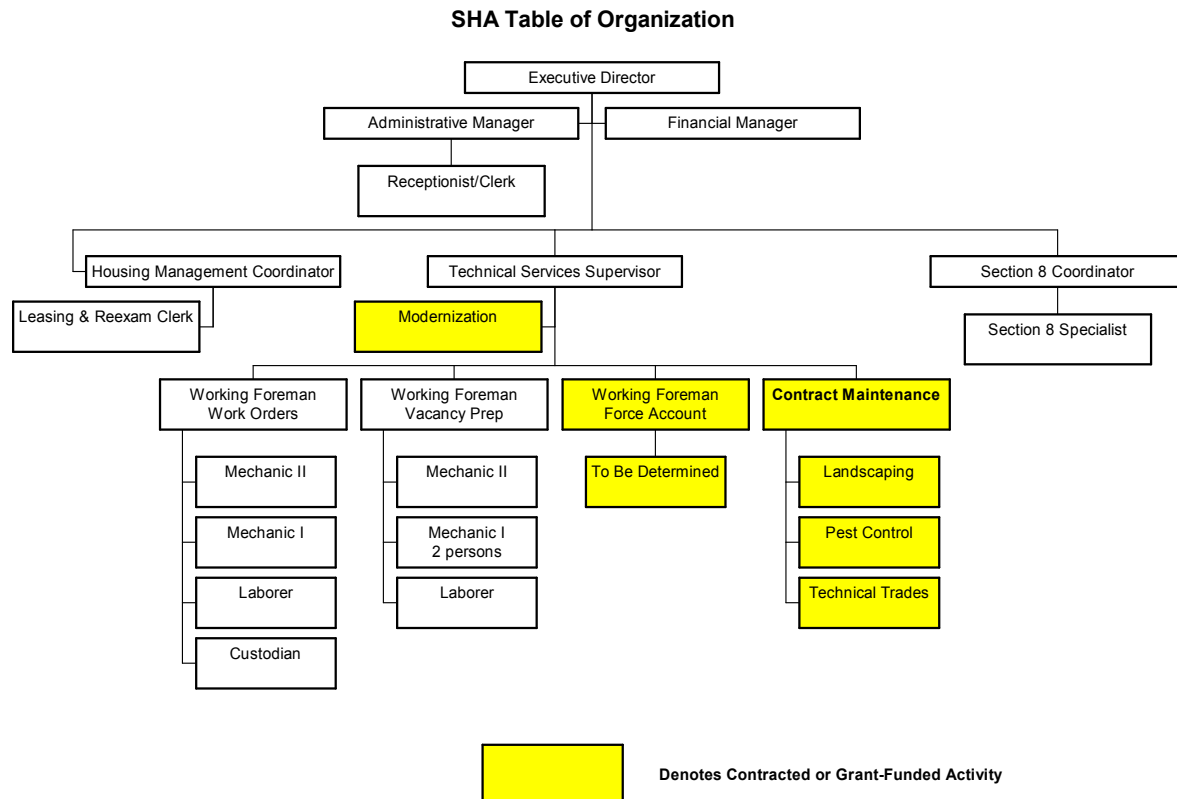
Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows:



## B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	338	91
Section 8 Vouchers	79	10
Public Housing Drug Elimination Program (PHDEP)	338 families	N/A
Other Federal Programs(list individually)		

## C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Admissions and Continued Occupancy Policy  
Maintenance Policies and Procedures  
Administrative Policies  
Financial Management Policies

(2) Section 8 Management: (list below)  
- Section 8 Administrative Plan  
- Section 8 briefing materials



## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.  
Section 8-Only PHAs are exempt from sub-component 6A.

### A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☒ PHA main administrative office **(For residents of all developments)**
  - ☒ PHA development management offices **(At the Redding Gardens Office only for residents of Redding Gardens)**
  - ☐ Other (list below)

### B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
  - ☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment: **FL016c01**

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment **FL016d01**-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development  
☐ Revitalization Plan submitted, pending approval  
☐ Revitalization Plan approved  
☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b> <b>NOT APPLICABLE</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	<b>Castle Brewer Court units 100-125 &amp; Redding Gardens unit 1-100</b>
1b. Development (project) number:	<b>FL016-1 &amp; FL016-6</b>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<b>(03/31/2002)</b>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	125
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development for <b>(Castle Brewer Court Units 100-125)</b> <input checked="" type="checkbox"/> Total development for <b>(Redding Gardens Units 1-100)</b>



## 10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.) **All properties have less than 250 units.**

2. Activity Description **Not Applicable**

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	NOT APPLICABLE
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**The SHA will be undertaking an assessment of all of its properties in the Second Quarter of its Fiscal Year. A determination of the advisability of voluntary conversion to tenant-based assistance will be made at that time.**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description</b> <b>NOT APPLICABLE</b> <b>(Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h)



<input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description: **Not Applicable**

#### a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

#### b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<b>THE HARBOR</b> <i>Literacy and Youth Alternatives</i>	120	Open	Castle Brewer Court and Edward Higgins Ter.	Public Housing Youth
<b>NEW BEGINNINGS DAY CARE</b> <i>Affordable Child Care</i>	24	Open	1221 W. 7 <sup>th</sup> St., Sanford	Public Housing and Citizens at Large
<b>HIPPY PROGRAM</b> <i>Preparation of Parents of Pre-K children</i>	Varies	Open	1221 W. 7 <sup>th</sup> St., Sanford	Public Housing and other low-income citizens

**(2) Family Self Sufficiency program/s**

**NOT APPLICABLE**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

**See Attachment E (Summary of Community Service Plan)**

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents  
(select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☐ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**Edward Higgins Terrace (16-3)**  
**Cowan Moughton Terrace (16-4)**  
**Lake Monroe Terrace (16-5)**

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**Edward Higgins Terrace (16-3)**

**Cowan Moughton Terrace (16-4)**

**Lake Monroe Terrace (16-5)**

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**Edward Higgins Terrace (16-3)**

**Cowan Moughton Terrace (16-4)**

**Lake Monroe Terrace (16-5)**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?

☒ Yes ☐ No: This PHDEP Plan is an Attachment.

**(Attachment Filename:(FL016a01)**

#### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**See Attachment H - (Filename FL016h01)**

#### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

#### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD? **FYE 6/30/00**
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☒ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)? **The audit was completed in April, 2001. There was a transition in agency management that prevented responses to the audit findings to be prepared and transmitted in a timely manner. These responses are in the process of being prepared.**

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - ☐ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☒ Comprehensive stock assessment

**(Physical Needs Assessment, UPCS Inspections, Hazardous Materials Inspection and Testing, 504 Accessibility Needs Assessment)**

  - ☒ Other: (list below)

**Major capital improvements to enhance marketability and long term viability**
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? Certification Letter from RAB included
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - ☐ Comments provided as an attachment
  - ☒ Provided below:



## RESIDENT ADVISORY BOARD COMMENTS

### SHA 2001 Annual Plan

The Resident Advisory Board (RAB) met in public session on three occasions to review and discuss the 2001 Annual Plan. Also attending these meetings were members of the SHA Board of Commissioners, Service Providers, Members of the General Public and the Press. All residents of Public Housing and participants in the Section 8 Housing Choice Voucher program were invited to participate in the RAB. Each Resident-Participant that indicated an interest in participating was provided with a copy of the Draft Annual Plan and they were given personal notice of all meetings held to discuss the Plan.

RAB Meetings were held on:

Saturday, July 21, 2001

Thursday, August 2, 2001

Wednesday, August 9, 2001 (this meeting was also a Public Hearing)

- During the meetings, all in attendance were given ample opportunity to voice their opinions regarding each element of the Plan. At the Public Hearing, each member of the RAB was provided a written questionnaire to allow them to record their agreement, concerns or objection to the Plan.
- In the first meeting, some residents expressed a desire to have the SHA strengthen its screening of applicants for Public Housing. This request was considered and the Plan was modified to include obtaining arrest records from the State Police in addition to local law enforcement.
- In the second meeting, some Section 8 program participants recommended that the SHA consider the ability of disabled program participants to find accessible housing as a factor determining the adequacy of the Section 8 Payment Standard. The Annual Plan was modified to include this criterion as Payment Standard review factor.
- A total of 4 written questionnaires were returned by members of the RAB. They were from:
  - Margaret Childs – 74 Redding Gardens – Public Housing
  - Lula Mae Davis – 19 Redding Gardens – Public Housing
  - Berry Dixon – 3 Redding Gardens – Public Housing
  - B.J. Dupree – 88 Redding Gardens – Public Housing
  - Isaiah Murray – Redding Gardens – Public Housing
- All residents that completed the responses indicated full agreement with the contents of the 2001 Annual Plan.

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☒ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

**Item 3.A.(1)d – Public Housing Policies Governing Eligibility, Selection and Admission:** The SHA agreed to request criminal records from the State in addition to the local law enforcement agencies.

**Item 4.B.(1)e – Section 8 Rent Determination Policies:** The SHA will consider the ability of disabled program participants to find accessible housing as a factor determining the adequacy of the Section 8 Payment Standard

- ☐ Other: (list below)

#### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

#### 3. Description of Resident Election Process **NOT APPLICABLE**

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations

☐ Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (Seminole County Government)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- The SHA operates the County-funded Tenant-Based Rental Assistance program. This activity is consistent with Consolidated Plan Strategy 3.4.5 M on page 38 of volume #3.
- The SHA facilitates and participates in welfare-to-work programs aimed at increasing the economic self-sufficiency of Public Housing residents. This is consistent with Consolidated Plan Strategy 3.4.5 o on page 38 of volume #3.
- The SHA will preserve and improve the affordable housing it owns, operates, or assists. This is consistent with the overall priority of the Consolidated Plan as indicated on page 27: "Services to provide urgent/emergency health and shelter needs to poverty level residents".
- The SHA will continue to operate and build capacity to expand the Section 8 program. This is consistent with the Consolidated Plan objective addressing underserved needs by "expanding the supply of affordable rental units". (Page 50)

☐ Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**Seminole County Government provides approximately \$200,000 per year to the SHA to operate the Transitional Tenant Based Rental Assistance program. The 2000-2005 Consolidated Plan commits to continued funding of Rental Assistance programs.**

A Consistency Certification Attached

## E. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

### 1. Resident Advisory Board Members

Membership on the Resident Advisory Board is open to any Public Housing Resident or Section 8 Participant who wants to participate in the planning and comment process. The following is a list of such persons that attended at least one of the three Annual Plan meetings of the Board, RAB and the Public.

#### **SHA RESIDENT ADVISORY BOARD (2001 ANNUAL PLAN)**

NAME	ADDRESS	PROGRAM
Johnnie Payne	2270 Dolarway, Sanford	Section 8
Jacqueline Simms	#66 William Clark Ct.	Public Housing
Edna Burden	1622 Windridge, Sanford	Section 8
Bobby Robinson	#31 Redding Gardens, Sanford	Public Housing
Willie Gooden, Jr	46 Redding Gardens, Sanford	Public Housing
S. J. Dupree	88 Redding Gardens, Sanford	Public Housing
Trumella James	53 Lake Monroe, Sanford	Public Housing
Eula Mae Martin	70 Redding Gardens, Sanford	Public Housing
Clarence Eubanks	94 Redding Gardens, Sanford	Public Housing
Elsa Ruskan	68 Redding Gardens	Public Housing
Hazel Foster	711 Windchase, Sanford	Section 8
Lekeshia Hampton	245 Petunia Trc. #305, Sanford	Section 8
Dale Henderson	2104 Lk Jennie, Sanford	Section 8
Felicia Fayson	1110 W. 10 <sup>th</sup> , Sanford	Section 8
Erma Coleman	2540 El Portal, Sanford	Section 8
Mary Noble	2 Lake Monroe, Sanford	Public Housing
Inez Baxter	57 Redding Gardens	Public Housing
Barbara Harden	63 Castle Brewer, Sanford	Public Housing
Bridgette Martin	48 Redding Gardens, Sanford	Public Housing
Lilly Davis	19 Redding Gardens, Sanford	Public Housing
Willie Lee Gibson	44 Redding Gardens, Sanford	Public Housing
Isaiah Murray	84 Redding Gardens, Sanford	Public Housing
Margaret Childs	74 Redding Gardens, Sanford	Public Housing
Bobby Robinson	31 Redding Gardens	Public Housing

## 1. PUBLIC COMMENTS

The SHA's Annual Plan was posted for public comment for a period of 45 days. The SHA also held a Public Hearing for the 2001 Annual Plan on August 8, 2001. All persons in attendance were given forms on which to record and submit written comments. Oral comments were invited during the course of the meeting. Attendees were requested to submit their written comments no later than August 16, 2001.

### **Oral Comments:**

During the course of the Public Hearing several persons expressed a desire for the SHA to:

- Include Victims of Domestic Violence as a Preference for Admission to Public Housing;
- Utilize Section 8 Vouchers as a resource to promote Home Ownership;
- Clearly define any relocation requirements in future Capital Fund planning
- Ensure that the SHA's definition of working family is consistent with the state Welfare-to-Work standard.

### **Written Comments:**

Written comments were received from Central Florida Legal Services on August 15, 2001. Comments from this agency focused on:

- Ongoing role of the Resident Advisory Board
- Suggestions to establish meaningful partnership between the PHA and it's residents
- RAB's need for independent role and provision of reasonable resources
- Public involvement in the Plan process
- Working preferences consistent with the state Welfare to Work policies
- Desire for Admissions Preference for Domestic Violence victims
- Implementation of the Community Service Requirement
- Designation of elderly housing
- Flat rents need to be reevaluated
- What criteria will be used to define "substantial modification" to the plan?

A full copy of all written comments will be kept as an attachment to the 2001 Annual Plan.

### **3. Deviations From and Modifications To the Agency Plan**

The Agency Plan is a living document which shall serve to guide SHA operations and resource management. In the event that circumstances or priorities necessitate actions which would represent a substantial departure from the goals, objectives, timetables or policies as set forth in the plan, the SHA will invite resident review and input prior to taking actions that would implement such substantial changes.

Development of subsequent Annual Plans shall be vehicle through which updates and minor or routine modifications to the Agency Plan are made. On an annual basis the SHA will review its progress toward the achievement of its goals and objectives as set forth in the Agency Plan. It will also evaluate whether the remaining goals and objectives, and the existing policies and procedures, adequately address the needs of its constituents, stakeholders and the agency. To the extent that those needs are not met by the elements of the existing Agency Plan, the subsequent Annual Plan shall be written to reflect changes to goals, objectives, policies and procedures to address those needs.

In the event that the elements of the subsequent annual plan represent a significant departure from those of the existing Agency Plan, a Significant Amendment or Modification to the Agency Plan will be undertaken. Under these circumstances, a full and participatory planning process will be used to obtain resident and stakeholder input. A draft of the substantially modified Agency Plan will be subject to the public review, comment, and hearing process.

The SHA will honor the current HUD definitions of Substantial Deviation and Significant Amendment.

- changes to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- additions of new activities not included in the current PHDEP Plan;
- and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by the SHA.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

**ATTACHMENT A: PUBLIC HOUSING DRUG ELIMINATION PLAN**

**ATTACHMENT B: DECONCENTRATION POLICY**

**ATTACHMENT C: CAPITAL FUND ANNUAL STATEMENT**

**ATTACHMENT D: CAPITAL FUND 5-YEAR ACTION PLAN**

**ATTACHMENT E: DESCRIPTION OF COMMUNITY SERVICE PROGRAM**

**ATTACHMENT F: BOARD APPROVED OPERATING BUDGET**

**ATTACHMENT G: SUMMARY OF YEAR ONE PROGRESS**

**ATTACHMENT H: SUMMARY DESCRIPTION OF PET POLICY**





# Public Housing Drug Elimination Program Plan

## SANFORD HOUSING AUTHORITY

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

### Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

### Section 1: General Information/History

**A. Amount of PHDEP Grant \$ 117,932**

**B. Eligibility type (Indicate with an “x”)** N1 \_\_\_\_\_ N2 \_\_\_\_\_ R X \_\_\_\_\_

**C. FFY in which funding is requested 2001**

### **D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Sanford Housing Authority plans to address Crime and Drugs by providing its young residents with alternatives to drugs and criminal activities, increased surveillance and law enforcement, and implementation of tough administrative procedures for tenant screening and lease enforcement. Through the implementation of computer learning, after school tutoring, nutrition programs and enrichment activities, school-age children will have alternatives to the hazards of street life. This Alternatives for Youth program is a joint effort by the SHA, the Seminole County School Board, and the State of Florida. The Worthy Opportunities For Residents Through Holistic Approaches (WORTH) program is a PHDEP-supported partnership by the SHA, local Police, and Community Organizations to provide a multi-faceted approach to reducing drug-related criminal activity. Major activities of the WORTH program will include education, training, recreational, cultural, and economic activities.

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
All six housing developments	482	Approx. 1,200

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months \_\_\_\_\_ 12 Months X 18 Months \_\_\_\_\_ 24 Months \_\_\_\_\_ Other \_\_\_\_\_**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY 1998	\$144,000	FL29DEP0160198	\$0		N/A
FY 1999	\$105,571	FL29DEP0160199	\$45,000		12/31/01
FY 2000	\$110,027	FL29DEP0160200	\$110,027		6/30/02

**Section 2: PHDEP Plan Goals and Budget****A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**The Sanford Housing Authority proposes a continuation of a comprehensive drug elimination program strategy dubbed “WORTH”. Worthy Opportunities for Residents Through Holistic Approaches is a partnerships of the SHA, Residents, and Community Resources to rid public housing communities of drug and related criminal activity while providing opportunities for increasing values, economic status, and individual worth of the residents.**

**Law Enforcement and Lease Enforcement – will be provided through a partnership between the SHA and the Sanford Police Department. Implementation of strategies such as the placement of police sub-stations in or near public housing developments, notices to tenants of non-compliance with lease terms, and SHA enforcement of the “One-Strike” rule will lead to a reduction in criminal activity on and adjacent to SHA properties.**

**Job Skills Training and Education – will be facilitated through a partnership between the SHA, Seminole County Public Schools, and the Seminole Community College. This element features computer training in the multi-media computer center at Castle Brewer Court, self-esteem classes, and economic self-sufficiency programming sponsored by the SHA and its partners. This element of our WORTH program will result in an increase in the number of residents with marketable job skills.**

**Structured Alternatives for Youth – will be provided through the SHA’s partnership with the Seminole County School Board, Seminole County Police Athletic League, Seminole Family YMCA, West Sanford Boys and Girls Club, and other community organizations. The HARBOR, a Seminole County School Board-sponsored educational and enrichment program for school-age children, will be a key component of the Youth Alternatives program. Computer learning, tutoring, structured recreation, self-esteem, and cultural enrichment are elements of our Alternatives for Youth program.**

**Physical Improvements to Enhance Security – will be planned through consultation with the Sanford Police Department and implemented by the SHA. Physical Improvement strategies include access control, lighting, and surveillance equipment.**

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

<b>FY <u>2001</u> PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	<b>20,000</b>
9160 - Drug Prevention	<b>97,932</b>
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>117,932</b>

**C2. PHDEP Plan Goals and Activities (FY 2001 Funds)**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements <b>FY 2001</b>					Total PHDEP Funding: <b>\$20,000</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Install Security Fencing around/between buildings			4/1/02	3/31/03	20,000	0	Reduced number of drug transactions; reduced incidence of crime
2.							
3.							

9160 - Drug Prevention FY 2001					Total PHDEP Funding: \$97,932		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Job Skills and Education	100	PH Residents (Adults)	4/1/02	3/31/03	\$32,932	0	# Participants; drop in unemployment rate
2. Alternatives For Youth	200	PH Residents (Children)	4/1/02	3/31/03	\$65,000	0	# Participants; grade point average

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<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

**FY 2001 Grant (based on Contract Execution 10/01/01)**

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150	Activity 1	\$10,000	Activity 1	\$20,000
9160	Activities 1 and 2	\$37,000	Activities 1 and 2	\$77,932
9170				
9180				
9190				
<b>TOTAL</b>		<b>\$47,000.00</b>		<b>\$97,932.00</b>

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

**SANFORD HOUSING AUTHORITY BOARD OF COMMISSIONERS**

Resolution

***Amendment to the Admissions and Continued Occupancy Policy***

WHEREAS the Sanford Housing Authority is committed to providing housing to families with a broad range of incomes, and

WHEREAS it is the desire of the SHA to achieve in each general occupancy housing development occupancy that reflects the income characteristics of the overall public housing population residing in general occupancy developments , and

WHEREAS Section 513 of the Quality Housing And Work Responsibility Act allows the SHA to establish and use criteria to achieve this income-mixing goal, and

WHEREAS an SHA policy regarding Deconcentration in Public Housing is a requirement of the Agency's Annual Plan,

BE IT THEREFORE RESOLVED that the Admissions and Continued Occupancy Policy (ACOP) is hereby amended to include the following statement of Policy:

**Admissions Policy for Deconcentration**

The SHA shall deconcentrate poverty and achieve income-mixing within its public housing developments by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

This policy is to be implemented by taking, on a periodic basis, but in no case not less bi-annually, the following actions:

- Determine and compare the relative tenant incomes of each development with 100 or more general occupancy units to the average income of the public housing participants in all general occupancy developments with 100 or more units ;
- Designate the developments with average incomes of less than 85% or more than 115% of the PHA-wide average as subject to deconcentration actions and incentives;
- Identify the admissions policy measures or incentives, if any, are needed to align the designated development income mix with the income mix of all public housing participants;
- Ensure that such measures and incentives affirmatively further fair housing;
- Make any appropriate changes to the admissions policies;
- Implement measures and incentives to achieve stated deconcentration goals; and
- Monitor results and suspend measures and incentives on a site-by-site basis when goals are met.



This Deconcentration Policy is authorized under Section 513 of the Quality Housing and Work Responsibility Act of 1998 which amended Section 16 of the 1937 Housing Act to allow a public housing agency to establish and utilize income-mixing criteria for the selection of residents for dwelling units in public housing projects to meet Deconcentration objectives.

The deconcentration activities and related policies shall be established based on a deconcentration and income mixing analysis and shall be implemented in a manner that does not impose or require any specific income or racial quotas for any project or projects. Further, the deconcentration objectives shall be consistent with QHWRA targeting objectives such that the public housing units made available for occupancy in any fiscal year to eligible families, not less than 40% shall be occupied by families whose incomes at the time of commencement of occupancy do not exceed 30% of the area median income.

This Admissions Policy for Deconcentration and subsequent deconcentration activities shall achieves their objectives through incentives and provisions for family choice. The principle of family choice allows the family to have the sole discretion to determine whether to accept the incentive without adverse action on the part of the SHA. Notwithstanding, QHWRA permits the SHA to skip a family on the waiting list to reach another family to implement its Deconcentration policy without that act being considered an adverse action.

In attaining its Deconcentration objectives, SHA will give preference to the following measures and incentives:

1. Measures to increase employment and higher wages of families in lower income developments including Section 3 opportunities, apprentice and self-sufficiency enrollment;
2. Needs assessment, self-sufficiency and job counseling for new admissions;
3. Incentives for families that accept transfers that will further the goals of Deconcentration; and
4. Income-skipping on the waiting list only if the mandatory minimum income targeting goals can be met and income-skipping is essential to the attainment of Deconcentration goals.

**Adopted May 17, 2001**

## PHA Plan Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: **(2001)**

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
1	1410 Administration	50,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	100,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	709,929
11	1465.1 Dwelling Equipment-Nonexpendable	48,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	25,000
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>932,929</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

SHA 2001 ANNUAL PLAN – ATTACHMENT C

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>
PHA-WIDE ACTIVIES	Administration – Salary for Modernization Coordinator	1410	50,000
	Architect/Engineer fees to design specifications, inspect and monitor rehabilitation of units	1430	100,000
	Rehabilitation of Dwelling Units	1460	709,929
	Purchase of new ranges and refrigerators to be placed in rehabilitated dwelling units	1465.1	48,000
	Relocation of residents into other PHA complexes or other units during rehabilitation of dwelling units	1495.1	25,000

SHA 2001 ANNUAL PLAN – ATTACHMENT C

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA-Wide	12/31/02	6/30/03
1410 - Program Administration		
PHA-Wide	6/31/02	12/31/03
1430 - A/E Fees		
PHA-Wide	12/31/02	3/31/04
1460 - Rehab of Dwelling Units		
PHA-Wide	12/31/02	3/31/04
1465.1 - Purchase of Ranges & Refrigerators		
PHA-Wide	12/31/02	3/31/04
1495.1 - Relocation		

<p><b>SUMMARY OF SHA PLAN FOR IMPLEMENTING THE REQUIRED COMMUNITY SERVICE REQUIREMENT<sup>1</sup></b></p>
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**Background.**

The Sanford Housing Authority (SHA) will emphasize resident responsibility for the economic condition of resident families. Therefore, the SHA will implement required participation in Community Service (CS) and/or Economic Self Sufficiency (ESS) **for non-exempt family members age 18 and older** who meet the threshold requirements.

Family compliance with any required CS/ESS activity is a condition of *continued occupancy*. Failure to comply is grounds for non-renewal of the family's lease. Adult members **exempt** from the requirement for CS/ESS include family members:

- ✓ Age 62 and older;
- ✓ Blind or disabled **and who certify an inability to comply directly related to the disability**;
- ✓ Who function as the **primary caretaker** for a blind or disabled family member;
- ✓ Determined to be exempt from having to engage in a work activity under the State program funded pursuant to Part A of Title IV of the Social Security Act or under any other welfare program of the State of Florida, including a State-administered welfare-to-work program, and who have not been found by the State or other administering entity to be in noncompliance with such a program.

**Meaning of Community Service<sup>2</sup>**

*Community service* means the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase residents self-responsibility in the community. It is **not** *employment*, and may not include *political activity*.

Families will be provided both written and oral notice of the requirements; family members who must comply; CS "placement" opportunities; range of eligible ESS activities; penalties for noncompliance; procedures to follow to request a change from *non-exempt* to *exempt* status; and family right to request a hearing, where applicable.

**Determining Family Duty to Comply**

The site managers will have primary responsibility for identification of the residents that meet the threshold requirements. CS/ESS placement and tracking family compliance will be contracted out to a local human services organization.

At the time of annual re-examination, each adult household member will be evaluated and those that meet the threshold will be slated to perform community service, or to participate in an eligible ESS activity. These persons will be monitored monthly to determine if they are complying with any community service obligation of the family.

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<sup>1</sup> Legislative mandate of the 1998 Public Housing Reform Act

<sup>2</sup> see 24 CFR 960.601

**Opportunities and Supervision.**

The affected adult residents will be provided a list of opportunities to perform community service both within the public housing community, as well as in the larger Sanford community. Performance of community service activities on or for the SHA will not substitute for the work normally performed by SHA employees, nor replace a job at any location where residents perform work activities to satisfy the CS requirement. Community service activity "performed for the benefit of the public housing community" may include, but is not necessarily limited to, tasks performed on and around the premises of a public housing development. To the extent feasible, a resident will be provided the opportunity to provide such service to the community/ development where they actually reside. Such tasks will primarily involve grounds maintenance, beautification, and general improvement to the appearance of the properties. Other reasonable low-risk tasks may be assigned by the work supervisor on an as-needed basis, and may include volunteerism with youth activities or efforts to support the creation or sustainability of a *resident council*. On-site supervision of the community service activity may be provided by any one of the following persons: housing manager; maintenance supervisor; maintenance foreman; SHA Community Services Contractor.

All residents performing community service will be notified of their work schedule and assigned tasks. Each resident will complete a time sheet for days/hours of community service they actually perform. The manager will review the time sheets against the schedule to determine resident compliance with community service requirements. The assigned "supervisor" must sign the time sheet certifying that the information provided is true and correct, and noting that they and the resident understand false statements can result in one or more penalties, pursuant to the agency's adopted plan and procedures. Residents may request a re-evaluation of their Community Service obligation any time their circumstances change in the following manner:

- ! They become employed
- ! They enroll in an approved training program
- ! They become incapacitated or qualify for status as disabled
- ! They reach the age of 62

All residents will be informed in writing of the SHA's policy and plan for implementing the Community Service Requirement.

**Notice of Family Failure to Comply.**

Written quarterly notices of compliance or non-compliance will be provided to each head of household relative to those family members required to perform Community Service or participate in an eligible ESS activity. Chronic non-compliance will result in mandatory meetings with the manager and additional counseling. Each family will receive written notice of compliance (or lack thereof) 90-120 prior to their lease expiration date. For any instances of non compliance by a family member, the family will be offered the opportunity to enter into a plan for successful completion of any hours of

SHA 2001 ANNUAL PLAN – ATTACHMENT E

outstanding services due. This plan will afford the family to come into compliance on or before the lease expiration. Continued failure to satisfy the "annual requirement" for CS/ESS will result in non-renewal of the family's lease.

SANFORD HOUSING AUTHORITY FY 2002 BUDGET PROJECTIONS

	2001 YEAR YEAR ESTIMATE	2002 YEAR PROJECTION	COMMENTS
3110 DWELLING RENT	\$ 465,000.00	\$ 527,775.00	\$ 750,980.00
3610 INTEREST ON GF INVESTMENT	NOT DETERMINE	\$ 500.00	\$ 50,000.00
3650 OTHER OPERATING RECEIPTS	\$ 20,000.00	\$ 25,000.00	\$ 80,000.00
<b>TOTAL</b>	<b>\$ 485,000.00</b>	<b>\$ 553,275.00</b>	<b>\$ 880,980.00</b>
4110 ADMINISTRATIVE SALARIES	\$ 382,533.00	\$ 150,000.00	\$ 146,500.00
4130 LEGAL EXPENSE	\$ 56,531.75	\$ 25,000.00	\$ 25,000.00
4140 STAFF TRAINING	\$ 3,553.00	\$ 6,000.00	\$ -
4150 TRAVEL	\$ 15,766.15	\$ 5,000.00	\$ 11,400.00
4170 ACCOUNTING FEES	\$ 53,299.85	\$ 20,000.00	\$ 10,080.00
4171 AUDITING FEES	\$ 11,500.00	\$ 11,500.00	\$ 11,000.00
4190 OTHER SUNDRY ADMIN EXP	\$ 78,135.94	\$ 31,500.00	\$ 36,500.00
<b>TOTAL</b>	<b>\$ 601,319.69</b>	<b>\$ 249,000.00</b>	<b>\$ 240,480.00</b>
4210 TENANT SERVICES SALARIES	\$ -	\$ -	\$ 19,000.00
4220 RERCREATION & PUBLICITY	\$ 3,490.00	\$ 3,500.00	\$ 5,000.00
4230 CONTRACTING, TRAINING	\$ 3,500.00	\$ 2,500.00	\$ 3,500.00
<b>TOTAL</b>	<b>\$ 6,990.00</b>	<b>\$ 6,000.00</b>	<b>\$ 27,500.00</b>
4310 WATER	\$ 88,091.00	\$ 90,000.00	\$ 100,000.00



4320 ELECTRICITY	\$ 41,826.00	\$ 41,000.00	\$ 36,820.00
4330 GAS	\$ 2,478.00	\$ 2,500.00	\$ 1,000.00
4340 FUEL	\$ 8,930.00	\$ 8,000.00	\$ -
4350 LABOR	\$ 231.31	\$ -	\$ -
4390 OTHER UTILITY EXP	\$ 149,675.00	\$ 150,000.00	\$ 155,500.00
<b>TOTAL</b>	<b>\$ 291,231.31</b>	<b>\$ 291,500.00</b>	<b>\$ 293,320.00</b>
4410 LABOR	\$ 171,325.00	\$ 172,000.00	\$ 171,110.00
4420 MATERIAL	\$ 104,997.35	\$ 70,000.00	\$ 60,000.00
4430 CONTRACT COST	\$ 432,722.82	\$ 80,000.00	\$ 195,000.00
<b>TOTAL</b>	<b>\$ 709,045.17</b>	<b>\$ 322,000.00</b>	<b>\$ 426,110.00</b>
4480 <b>PROTECTIVE SERVICES CONTRACT COST</b>	<b>\$ 11,056.98</b>	<b>\$ 11,000.00</b>	\$ 1,500.00
4520 GEN EXP. INSURANCE	\$ 94,880.55	\$ 95,000.00	\$ 87,090.00
4530 PAYMENT IN LIEU OF TAXES	\$ 30,000.00	\$ 30,000.00	\$ 45,766.00
4540 EMPLOYEE BENEFITS	\$ 127,294.00	\$ 100,000.00	\$ 124,600.00
4570 COLLECTION LOSSES	\$ -	\$ 10,000.00	\$ 10,000.00
4590 OTHER GENERAL EXPENSE	\$ 11,669.19	\$ 1,000.00	\$ 500.00
<b>TOTAL</b>	<b>\$ 263,843.74</b>	<b>\$ 236,000.00</b>	<b>\$ 267,956.00</b>
	\$ 1,883,486.89	\$ 1,115,500.00	\$ 1,256,866.00
NET OF RENT	\$ (1,398,486.89)	\$ (562,225.00)	\$ (375,886.00)

**HOUSING AUTHORITY OF THE CITY OF SANFORD  
YEAR 2002 CONSOLIDATED BUDGET PROJECTIONS**

FUNDING SOURCE											
ACCT. #	DESCRIPTION	TOTAL BUDGET	%	LOW RENT	%	SECTION8 VOUCHER	%	SECTION8 PORT	%	COMP GRANT	% DEP
3110	DWELLING RENTALS	\$ 527,775.00		\$ 527,775.00							
3120	EXCESS UTILITIES			\$ -							
3190	NON-DWELLING RENTS			\$ -		\$ -					
	<b>TOTAL RENTAL INCOME</b>	\$ 527,775.00		\$ 527,775.00		\$ -		\$ -		\$ -	\$ -
3610	INTEREST ON GENEARL FUND INVEST.	\$ 500.00		\$ 500.00							
3690	OTHER OPERATING RECEIPTS	\$ 25,000.00		\$ 25,000.00							
	<b>TOTAL OPERATING RECEIPTS</b>	\$ 553,275.00		\$ 553,275.00		\$ -		\$ -		\$ -	\$ -
4110	ADMINISTRATIVE SALARIES	\$ 168,000.00	73%	\$ 122,640.00	3.5%	\$ 5,880.00	7.5%	\$ 12,600.00	16%	\$ 26,880.00	
4130	LEGAL EXPENSE	\$ 226,000.00		\$ 226,000.00							
4140	STAFF TRAINING	\$ 1,000.00		\$ 1,000.00							
4150	TRAVEL	\$ 3,000.00		\$ 3,000.00							
4170	ACCOUNTING FEES	\$ 20,000.00		\$ 20,000.00							
4171	AUDITING FEES	\$ 11,500.00	64%	\$ 7,360.00	6%	\$ 690.00	12%	\$ 1,380.00	18%	\$ 2,070.00	
4190	OTHER ADMINISTRATIVE EXP	\$ 45,000.00	64%	\$ 28,800.00	6%	\$ 2,700.00	12%	\$ 5,400.00	18%	\$ 8,100.00	
	<b>TOTAL ADMINISTRATIVE EXP</b>	\$ 474,500.00		\$ 408,800.00		\$ 9,270.00		\$ 19,380.00		\$ 37,050.00	\$ -
4210	SALARIES										
4220	RECREATION, PUBLI. & OTH	\$ 3,500.00		\$ 3,500.00							
4230	CONTRACT, TRAINING & OTH	\$ 2,500.00		\$ 2,500.00							
	<b>TOTAL TENANT SERVICES EXP.</b>	\$ 6,000.00		\$ 6,000.00		\$ -		\$ -		\$ -	\$ -
4310	WATER	\$ 88,000.00		\$ 88,000.00							
4320	ELECTRICITY	\$ 41,000.00		\$ 41,000.00							
4330	GAS	\$ 5,000.00		\$ 5,000.00							
4340	FUEL	\$ 4,000.00		\$ 4,000.00							
4350	LABOR			\$ -							
4390	OTHER UTILITIES EXPENSE	\$ 150,000.00		\$ 150,000.00							
	<b>TOTAL UTILITIES EXPENSE</b>	\$ 288,000.00		\$ 288,000.00		\$ -		\$ -		\$ -	\$ -

**HOUSING AUTHORITY OF THE CITY OF SANFORD  
YEAR 2002 CONSOLIDATED BUDGET PROJECTIONS**

ACCT. #	DESCRIPTION	TOTAL BUDGET	%	FUNDING SOURCE							
				LOW RENT	%	SECTION8 VOUCHER	%	SECTION8 PORT	%	COMP GRANT	% DEP
4410	LABOR	\$ 256,000.00		\$ 216,000.00						\$ 40,000.00	
4420	MATERIAL	\$ 125,000.00		\$ 55,000.00						\$ 70,000.00	
4430	CONTRACT COST	\$ 120,000.00		\$ 50,000.00						\$ 70,000.00	
	<b>TOTAL ORD. MAINT &amp; OPER EXP</b>	\$ 501,000.00		\$ 321,000.00		\$ -		\$ -		\$ 180,000.00	\$ -
4460	LABOR										
4470	MATERIAL										
4480	CONTRACT COST	\$ 11,056.98		\$ 11,056.98							
	<b>TOTAL PROTECTIVE SERV. EXP</b>	\$ 11,056.98		\$ 11,056.98		\$ -		\$ -		\$ -	\$ -
4510	INSURANCE	\$ 105,000.00		\$ 105,000.00							
4520	PAYMENT IN LIEU OF TAXES	\$ 20,000.00		\$ 20,000.00							
4350	TERMINAL LEAVE PAYMENT			\$ -							
4540	EMPLOYEE BENEFIT CONTRIB.	\$ 118,720.00		\$ 94,819.20		\$ 1,646.40		\$ 3,528.00		\$ 18,726.40	\$ -
4570	COLLECTION LOSSES	\$ 10,000.00		\$ 10,000.00							
4590	OTHER GENERAL EXPENSE	\$ 1,000.00		\$ 1,000.00							
	<b>TOTAL GENERAL EXPENSE</b>	\$ 254,720.00		\$ 230,819.20		\$ 1,646.40		\$ 3,528.00		\$ 18,726.40	\$ -
4810	EXTRAORDINARY MAINTENANCE			\$ -							
7520	REPLACE NON-EXPEND EQUIP.			\$ -							
7540	PROP. BETTERMENTS & ADD.			\$ -							
	<b>TOTAL NONROUTINE EXPEND.</b>	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	<b>TOTAL OPERATING EXPENDITURES</b>	\$ 1,535,276.98		\$ 1,265,676.18		\$ 10,916.40		\$ 22,908.00		\$ 235,776.40	\$ -
				\$ (712,401.18)							
	<b>estimated HUD CONTRIBUTIONS</b>			\$ 785,119.00							
	<b>RESIDUAL RECEIPT (OR DEFICIT)</b>			\$ 72,717.82							

### **STATEMENT OF YEAR ONE PROGRESS**

The SHA was not able to fully implement initiatives related to many of its Year-One Goals and Objectives. The Fiscal Year ending 6/30/01 was one of significant change in the operational, financial, and management conditions of the agency. During the course of year one, the Executive Director and the entire Board of Commissioners resigned. Also, the SHA was declared by REAC and TARC as “Troubled” with respect to Management Operations.

Despite the turnover in administration and the changing fortunes of the SHA, some progress was made with respect to the following Year One objectives:

- Public Housing Security – Cooperative efforts between the Sanford Police Department and the SHA continued during the year. Programs geared toward providing healthy alternatives for youth were continued during the year.
- Self-Sufficiency – The SHA New Beginnings Day Care Center opened and provided affordable child care to 24 children, 9 of which are public housing residents. Affordable child care removes one of the obstacles to persons seeking to enter the workforce.
- Housing Utilization – The utilization of the Section 8 Voucher program resources increased substantially during Year One. Voucher utilization grew from approximately 50% to over 80%.
- Deconcentration – The SHA produced and adopted a new Deconcentration policy and conducted an assessment of deconcentration in its public housing.

The SHA is committed to accelerating the pace of its activity to fulfill its mission and accomplish its Plan objectives in Year Two. The last quarter of Year One saw the execution of a Memorandum of Agreement with the HUD Troubled Agency Recovery Center. This MOA also serves as an improvement plan, and it incorporates many of the 5-Year Plan objectives. A new Board of Commissioners was sworn in during the close of Year One. This Board has expressed its commitment to fulfilling the obligations as stated in the MOA and facilitating the full recovery of the SHA.

**Description of Pet Policy**

The pet policy is in the process of revision, however it is anticipated that the following provisions will be included in the new policy:

The pet policy will authorize residents, regardless of housing development, to keep pets. It will set forth rules and guidelines regarding the type of pets that may be kept, registration of pets, their care, their behavior and remedies for violation of the pet policy and its rules.

- Except for birds, fish, hamsters and other miniature pets, only one pet may be kept in any one dwelling unit.
- Pets shall be limited to companion animals which are defined as domestic household pets such as dogs, cats, small caged birds, gerbils, small turtles, hamsters, rabbits and fish. There are size limits on pets and rules for caging and/or physical restraints on pets, as well as birth control and vaccination.
- Reptiles, exotic animals and birds of prey are not considered household pets and may not be kept as a pet at any time.
- No aggressive or vicious animal may be kept as a pet at any time.
- Mature cats may not exceed 18 pounds. Mature dogs may not exceed 40 pounds.
- Residents must complete a pet application and registration prior to the initial possession of a pet. Annual registration of the pet is required.
- The pet deposit is \$300 for a dog or cat.
- Dogs and cats must be licensed by the municipality.
- Dogs and cats over six months of age must be spayed or neutered.
- Pets must be confined or on a leash. Owners are responsible for immediately cleaning up pet waste.
- All pet care and treatment must be in conformance with local ordinances.
- Pets shall not interfere with other residents' quiet enjoyment of the premises. Pets are not allowed to become nuisances.
- Certified guide, signal, or service dogs may be kept by persons with visual, hearing or physical disabilities. Owners and tenants are responsible for visiting pets.
- Pet owners must indemnify the SHA and hold it harmless against loss or liability.
- The pet policy is a provision of the dwelling lease. Violation of the pet policy is a violation of the lease.
- Enforcement of the pet policy shall be carried out in the manner of enforcement of the lease.

SHA 2001 ANNUAL PLAN – ATTACHMENT H